PERSONNEL REPORTING UNDER SINGLE CEILING

remining to Commitment regret d to whether end personnel are

The adoption by the Agency of a single ceiling, encompassing of both staff and contract personnel, involves definitional and other modifications के दे भारत करा से संस्था है है से हैं स्टीलिंग किस से में हिस्सी लेगे हैं है है है है है है है है है in our present practice of counting, reporting (to OMB), and budgeting for personnel resources. The changes affect primarily the manner of treatment of temporary, intermittent, and less-than-full-time (i.e., eclipaement which will be synonyments with the empicyment colling part-time) employees both in our Budget presentation and in our reporting Vill de combine à and vill represent our full-time perrorant personnel system and are designed to simplify our present personnel accounting Staff and contract positions, previously controlled separately. procedures as well as bring our personnel practices into closer alignment .. ritifiziad formant tmpicyment. with those of other Federal agencies. We emphasize that the Agency has always required a limited number of part-time and temporary personnel for a variety of tasks which neither warrant nor justify the use of full-time permanent resources and that this requirement will continue: incipendus wantel will near he treated an tills parters. Italia

The changes planned stem in part from the recent reexamination of resource requirements and utilization and are an integral part of an overall new look at the Agency's personnel control and reporting practices. These will require reprogramming and related adjustments in computer generated reports which will take some months to accomplish fully. Thus we view FY 1975 as a period of transition and expect to have all necessary adjustments completed prior to the beginning

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of FY 1976. To illustrate the impact of the changes involved; the following separate sections will cover (a) the categorization of our personnel and the reporting posture to be effective for FY 1976 and beyond, (b) the manner of reporting during the FY 1975 transitional year, and as a reference point (c) our FY 1974 reporting practices.

Beginning I July 1975, we will have two basic employment categories, other than indigenous which will not be treated in this paper: Full—

Time Permanent and Temporary. Intermittent, and Part-Time. For record purposes we will continue to carry consultants as a separate particular temporary. Intermittent, and part-Time. For record purposes we will continue to carry consultants as a separate particular temporary. Intermittent, and part-Time. For record purposes we will continue to carry consultants as a separate particular temporary.

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biocedures at men as punt our bareaund bracies into cleact signment Staff and contract positions, previously controlled separately,

sharest and are designed to simblify our present bersonned accounting will be combined and will represent our full-time permanent personnel

bant-time) or blokest both in our profet breschieffen und in om reporting complement which will be synonymous with the employment ceiling

established by OMB for the Agency. Positions now identified

as contract will to the extent practical be classified and graded

in the same manner as at present for staff positions. The number

from stem of accompany between most includes descriptional and other accompany between the property of the contract between the property of the contract between the property of the contract between the contract between the contract of the contract between the contract of the contract between the contract of the contr

of on-duty personnel assigned to these positions will be reported

monthly to OMB without regard to whether such personnel are

staff or contract employees. If OMB accepts our proposed 1976

full-time personnel levels, our ceiling will be

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2, Temporary, Intermittent, and Part-Time Employment.

succession in pletion of necessary we curry in caligation, This non-ceiling category will include the following: a. Summer-only Employees - This represents Agency when the confidential to be subbatched in the constitution employment participation in the Government-wide Summer Employment Program. These employees, who are for the most part dependents of uncinssitied pool while at stair, and Agency employees, are employed during the summer months o rereconel - These are clemen kapleyses assigned between school years to perform clerical tasks. They are high school and undergraduate college students who generally work about three months. This is the only type of employee of Touty on a less-thun-tun-time basic. reflected in previous Budget presentations in the category Personnel crysolve for a regularly acheduse tear Temporary and Part-time.

b. Summer Interns - Generally graduate-level college ndinal cadas hate ben a site in recent by are a erstudents employed during the summer months between academic es present ephyloment ore transported in troop, heere years. They are assigned professional tasks designed to interest girra consticulare once neco r čerck removinit, staczerski them in career employment with the Agency following completion of their graduate degree work. This category affords a time are reselvent to me concerned vesting and an unique opportunity for the employment of minorities and is utilized for this purpose to the maximum extent possible. sand but her as amomer interna, ere sestyred prof sateral c. Co-op employees - These are students engaged in an undergraduate work-study program in which work assignments monthern) are effectives a well-section by armo a esa postanti invernallo

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(generally of three months duration) are alternated with academic studies (generally one semester or quarter) with the former an integral part of the latter. Co-op employees win much the same manner as summer interns, are assigned professional tasks (within a carefully outlined training program coordinated with and acceptable to the concerned academic institution) designed to interest them in career employment with the Agency following graduation. This category is also used for minority employment and particularly in recent years intensive efforts have been made to recruit blacks as co-op employees.

d. Personnel employed for a regularly scheduled tour

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of duty on a less-than-full-time basis.

More spont these menths. This is the only type for realistic for the control of the c

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Disability Retirees - These are employees whose applications for disability retirement have been approved and who are utilizing 10 to \$ 7 TO TAILOR accrued sick leave. They are considered temporary in the a China an in the mancher of finiting from every portions pregnesses sense that termination is imminent, in almost all cases well or Linguigner the jourbourgh Forseauth fee company of ever very in contamination within a year (the average tenure on sick leave is about examines by an anitata equal to the C.E. preceived visi only utilization 5 months). The number of such employees at any given time emerge will be to reduce the hilb, associated with our relating perhapent varies and is not controllable. They can in no way logically equivalent utilization of part-time personnel. The net colding of the be construed as a part of our permanent staff once disability the Agency's FY 1976 Budges by a number squal to the full time retirement has been approved. However, while such personnel taker our current reporting system will be sejusted cownward in do not represent resources available to meet Agency staffing AN 1975 against which certain part-tire employees years in charged requirements, they nonetheless represent an Agency liability The third and continued a playmont ceiling with diffed by the and both A.E. and corresponding salary costs must be provided and accounted for in some manner we believe that inclusion mof disability retirees in this non-ceiling category is rational strain reand defensible as all such employees following approval as continuof retirement must immediately be replaced by full-time permanent the property of controllable) will be effected through the property accompanies on a complete of disching actives with it as The aggregate A.E. and funds necessary to meet requirements or others, such good manes properly with he remblished. In there, for Temporary, Intermittent, and Part-time personnel as defined above that a section of the section is the present the present of the configuration of the companies of the compan will be included in the FY 1976 Budget as a separate category and on the the therman open can have must subject to the expension of will be reflected as "full-time equivalent of other positions" (i.e., n on our configuration of feetiliens comparable in the Configuration other than full-time permanent and indigenous positions which will continue to be shown as separate categories as in the past).

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commend of the species of highest confidence of the

Since the establishment of positions comparable to those for our process to the establishment of positions comparable to those for our process to the establishment of personnel employed in one of the above-year comparation of the establishment staff for personnel employed in one of the above-year comparation of the establishment of the establi

the point that one contabound purely of the purel in 18041 of The staff and contract employment ceiling established by OMB for All of fourty or mospicate enorgipus for the distributions FY 1975 against which certain part-time employees would be charged do not represent resources avaitable to meet Agency stading under our current reporting system will be adjusted downward in relined on the peen approved. The wever, while such personnel the Agency's FY 1976 Budget by a number equal to the full-time ne communed an a pari es eur perminant si la ence chastillay equivalent utilization of part-time personnel. The net effect of the varies and is not controllable. They can in reway to pushly change will be to reduce the A.E. associated with our full-time permanent a meanth of the number of the employees of any photo inpositions by an amount equal to the A.E. associated with our utilization William e year (ine aventge tenure in sich le de it cheur of part-time and temporary personnel (as defined above) with a corresponding sense that tennencian is arminent, in almost all case, he can reduction in the number of full-time permanent positions requested eventure pasts server they are combined temperary in the for FY 1976.

son the dividity rechroquant have been approved and whe are williang

p. Man billity Retireds - These are employees where application

EA 1842 EX 1842 personnoi under contract-fail-time, partotino, er interrittori--

The current year will be used to revise our reported and control we reported the reporting or particularly the same basis as for start personnel, However, will embloy under the single ceiling effective with FX 1976.

The contract personnel or a two-for-or a basis will embloy under the single ceiling effective with FX 1976.

The contract personnel data currently is reintimed and control we will embloy under the single ceiling effective with FX 1976.

With respect to the FY 1975 data in our FY 1976 Budget, we may the latter would include only inflating embackees.

will make necessary adjustments in the presentation of our A.E.

**Toborthing of staff beneduced adjusts from our planned FY 1976 reporting data to provide a basis for meaningful comparisons. That is to say,

**Toborthing of staff beneduced, and 49 JAS employees. Our current

although we will be maple to modify our recordkeeping systems the personnel and a charge of 39 for 66 partine personnel. Excluded were 114 LNCPs, 32 clashility retirees, in early EA 1842 to control and rebort beasonnel quant the manner

to be followed beginning with FY 1976, we will present our FY 1975

Lineary of an early utage to the many of the person of the p

modifications in our records systems had already been effected.

sandar personner formally detailed to other agencies on a reimbors-

As a practical matter, we expect to report month-end on-duty data

for both staff and contract personnel during the first six creeight months

of FY 1975 using our FY 1974 reporting practice for staff personnel

(as described briefly in the FY 1974 section below), By mid-FY 21975

we hope to be in a position to begin reporting personnel data in

the manner our resources will be controlled and reported for FY 1976.

We will then also be able at that time to reconstruct comparable personnel

data for the early part of FY 1975.

data for the early part of

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FY 1974

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and now his end bane on by Aligh a During FY 1974, we reported month-end on-duty staff personnel so want even use he solv in mat three is precisation for many in the grain. strength to OMB. Contract personnel on-duty strength was not reported us, mainter our resources will be controlled and reported to 187 (2). although such data was and is readily available. we hope to be in a position to begin reporting personnel date in The staff personnel, data reported included full-time employees 1012 assigned to staff ceiling positions and a small, number of part-time staff employees counted on a two-for-one basis. Excluded were personnel on LWOP in excess of 30 days, disability retirees on extended sick leave, personnel formally detailed to other agencies on a reimbursappediacations in our records eyelens had shready being effice 6. able basis, and TAS personnel. For example, the 30 June 1974 staff cand for find matter our 12 1974; A.L., Cota as it the conservant personnel on-duty figure reported to OMB was This figure to be marined requiring with FY 1970, we will present our FY 1975 personnel and a charge of 39 for 66 partincluded the certy FY 1975 to compet and report personnel detain the memory time personnel. Excluded were 114 LWOP's, 32 disability retirees, although we will be unable to medify our recordkeging systems 19 details to other agencies, and 49 TAS employees. Our current data to provide a hous for meaningful comparisons. tipog in go takt reporting of staff personnel differs from our planned FY 1976 reporting

With respect to the FY 1975 data in our FY 1916 Budget, W.

will make necessory adjustments in the presentation of our $N \otimes \mathbb{R}$

in that the latter would include only full-time employees.

Our contract personnel data currently is maintained and reported will embloh under the single coping effective will 1320 internally on essentially the same basis as for staff personnel. However, recruitment for the reporting of part-time contract personnel on a two-for-one basis.

The contract hear will be used to revise our will active any contract is of recent vintage, dating only from 24 April 1974. Prior to this \$\frac{\tau}{1300}\$ date, all personnel under contract-full-time, part-time, or intermittent-

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were counted against our internally imposed contract ceiling. For 1976, we will report on-duty contract personnel in the same manner as staff personnel.